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DTR-1669

Approved For Release 2001/07/30 : CIA-RDP78-06363A000100010019-3

22 August 1968

MEMORANDUM FOR: Deputy Director for Support
SUBJECT : Weekly Report of the Office of Training

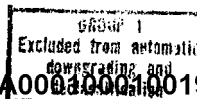
1. GS-14 Managerial Grid to Include GS-13s

It seems appropriate at this time to open the GS-14 Managerial Grid Course to GS-13s. So far only 12 have enrolled for the 15-20 September Grid session. Class capacity is 45. Although it cannot be determined positively that the low GS-14 registration for the next class constitutes a definite levelling off, there appears to be no valid rationale for not including GS-13s and 14s in the same class. It would seem to benefit the Agency as well as the individual to have Grid training come one grade earlier in career development. In the past many GS-13s have taken the Grid--but only on a selective basis and only after the GS-14s had been solicited.

2. Off-Campus Program Enrollment Lagging

Approximately 131 employees have registered thus far for fall off-campus courses sponsored by American and George Washington Universities. Although this enrollment is only slightly under the number who actually participated in the fall program a year ago, course registrations

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are spread so thin among the 27 courses offered that only two out of ten AU courses have the required 15 registrants, and none of the 17 offered by GW has the required quota. Several additional AU courses show promise of reaching their minimum quota of 15 students but the GW offerings may have to be eliminated entirely.

Last year about 90 percent of the employees in AU courses received Agency sponsorship contrasted with only about 40 percent of those taking GW classes. Most AU courses lend themselves to sponsorship because they deal with technical subjects of a job-related nature. Generally, results continue to be discouraging despite considerable additional publicity and effort. Registrations are being kept open until 9 September.

3. No Agency Nominees for National Interdepartmental Seminar

No Agency employees have yet been nominated for the next NIS beginning 9 September. This matter was discussed at the DDP staff meeting this week. State is reported to be well over its quota with 17 enrolled to date. Our normal participation is eight students.

4. Rumor of Cut-Back in Ballistic Missile Staff Course

An Agency student, recently returned from SAC's Ballistic Missile Staff Course at Vandenberg AFB, stated that several Air Force Officers mentioned the possibility that SAC would eliminate the balance of these courses for FY 69 due to budget difficulties. We were given 18 spaces for the period July-December 1968 and expected a similar allocation for the period January-June 1969.

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5. Clandestine Services Orientation Given for DDS&T Personnel

The early summer running of the second annual CS Orientation for DDS&T personnel drew high praise from many of the participants. This program was started in 1967 at the request of the Director, OSI. At that time the DDP concurred it was desirable to have a course to "bridge the gap between the CS and the DDS&T," but wished it to be given only once a year, with a maximum of 20 students, and of only one week's duration. The course was designed to fit these restrictions. One student remarked, "This was probably the most interesting course I have attended since coming to the Agency. After 17 years with the Agency, I feel that I finally know something about the DDP side of the house."

25X1A6a6. [REDACTED] Notes

25X1A9a a. [REDACTED] addressed the graduating class of the Operations Course, Phase I, on 15 August. Particularly impressive was the speaker's preparation and his knowledge of the backgrounds of individual students.

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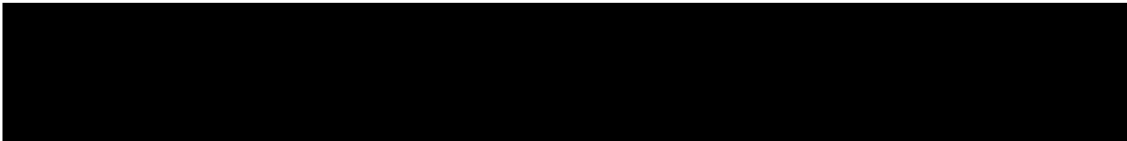
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7. Non-Agency Briefings

During this reporting period, the following non-Agency briefings were given

At DIS, introducing ONE film to 55 students in the Intelligence Analyst Course with DIS and DIA officials monitoring.

At AID facilities in Washington, on CIA for 18 students in AID Orientation.



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At Headquarters, on CIA for new DCM to Burundi.

/s/
John Richardson

John Richardson
Director of Training

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